

TITLE: REGISTERED NURSE

HOURS: Full time/Exempt

RESPONSIBLE TO: Medical Director

QUALIFICATIONS: RN, license valid in California. Current and valid CPR certification. Native American preferred. Ability to relate to patients of diverse backgrounds in potentially stressful situations. Ability to perform lab screening and vital assessment. Ability to work independently and as a team member, providing excellent service while maintaining patient confidentiality. Excellent communication skills. Basic computer skills required. Accuracy and attention to detail essential. Ability to physically assist a patient in distress. English/Spanish bilingual skills desirable.

JOB SUMMARY: The RN works in collaboration with the other members of the Clinic staff, including the clinicians, Clinic Manager, front and back office Medical Receptionists and Assistants, to ensure smooth operation of the medical department and provide nursing care for female and male patients of all ages.

ESSENTIAL RESPONSIBILITIES:

1. Adhere to SYTHC practice guidelines. Adhere to policies and procedures concerning OSHA, CLIA and all other staff and patients safety issues.
2. Maintain working knowledge of all programs that are provided such as CHDP, Medi-Cal, Healthy Families, EAPC, etc.
3. Work with the front office staff, back office staff and clinic manager to ensure appropriate patient flow and appropriate communication between the front and back office.
4. Performs triage of walk-ins and emergency phone-ins, ensuring timely appointments as needed.

5. Responsible for inventories, orders, and maintaining supplies and equipment, including ordering of medication and supplies for the Native American Diabetes Registry patients and all immunizations.
6. Responsible for assuring the requested tests, patient counseling, immunization and ordered treatments are carried out within the confines of accepted nursing practice;
7. Acts as liaison with Social Services in requesting CHR home visits as ordered by the physicians
8. Responsible for learning, providing and training other personnel on the adequate patient data entry into RPMS to record the necessary information for complete GPRA documentation and for the medical record of all patients in the following packages:
 - a. Women's Health
 - b. Diabetes(Diabetic Registry and Non-Registry patients)
 - c. Immunizations
 - d. Laboratory
 - e. Pharmacy
9. Participates as needed in ongoing RPMS reorganization leading to EHR implementation.
10. Prepares statistical reports of visits and vaccine usage as required by funding and regulatory agencies in addition to IHS.
11. Maintains the upkeep of the lab area, perform any lab procedures as designated by the practitioners, and train medical assistants.
12. Responsibility for dispensary of common drugs and dispenses under the supervision of practitioners.
13. Work as a member of the AAAHC accreditation team and Super Committee, especially in the area of Quality Improvement, including but not limited to supervision of physician peer review and other quality assurance audits.
14. Participate as member of the medical care team. Help out in clinic as need arises. Able to step in to assist with any practitioner.
15. Responsible for follow-up activities, including:
 - a. Maintains immunization tickler file and sends out reminders;
 - b. Maintains pap smear tickler file and sends out reminders;
 - c. Follow up on results of tests and x-rays ordered by providers.
16. Performs EKG testing
17. Obtains and prepares for transport laboratory specimens.

18. Participate in required clinic meetings.
19. Provide day to day medical function supervision of the medical assistants.
20. Collaborate with Medical Director in preparation of staff reviews, providing the clinical competency evaluation on all medical assistant reviews.
21. Work to ensure patient satisfaction.
22. Perform other duties as assigned by the Medical Director or Clinic Manager.

PHYSICAL REQUIREMENTS:

This position is physically and emotionally challenging. There is a high degree of stress and physical activity. These activities can include: walking, stooping, bending, lifting, sitting, normal range vision correctable to 20/20, ability to hear within normal range, writing, ability to deal with time constraints and emotional stress.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be exposed to odors or airborne particles. The noise level in the work environment is usually within normal range.

I have received, read, understood, and agree to perform the duties described in the above job description.

Signature of Employee

Date

Print Name